

Little Traverse Bay Bands of Odawa Indians

REPOSTED - Job Posting



Job Title:	Student Advisor
Department:	Niigaandiwin Education
Reports to:	WOCTEP Program Director
Salary Range:	\$18.15 - \$25.41 per hour / (\$37,752 to \$52,853) Annually
Status:	Non-Exempt
Level:	B23
Terms:	Grant funded position: ends December 31, 2026
Opens:	February 11, 2022
Closes:	February 25, 2022

SUMMARY

The overall responsibility of the Waganakising Odawa Career and Technical Education Program (WOCTEP) Student Advisor will be to support the goals and objectives of the Niigaandiwin Education Department's Career and Technical Programs. This position requires a high attention to detail and will work closely with WOCTEP and Aanjigin staff to ensure that students receive the necessary support to successfully complete their respective Career and Technical Education program and to assist with successful placement into the workforce. The Student Advisor will work with students and support staff from partner Institutions of Higher Learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with student recruitment and enrollment and tracking of WOCTEP students.
- Assist with student-centered advising for current and prospective students.
- Assist the WOCTEP Program Director with preparing the necessary documents and data for internal and external reporting.
- Determine eligibility for student stipend and direct assistance, following grant guidelines.
- Be knowledgeable of WOCTEP supported programs, courses, and instructors at partner Institutions of Higher Learning.
- Build and grow working relationships with college staff, instructors, partnering community resources, and appropriate industry/employer representatives that can provide career training and employment opportunities to students.
- Work closely with leveraged LTBB resources to connect available additional support to eligible participants.
- Understand and comply with FERPA (Family Educational Rights and Privacy Act) laws ensuring student privacy and proper record keeping.
- Assist students in the online registration of WOCTEP college courses and the Free Application for Federal Student Aid (FAFSA) utilizing the WOCTEP Computer Lab.
- Assist as necessary with students, patrons, and maintenance of the WOCTEP Computer Lab.

- Assist with presentation of Career and Technical Education program information to college classes, LTBB, and community events as well as other assigned events.
- Assist with researching education and employment trends.
- Support and assist with all relevant program goals and objectives of Niigaandiwin Education Department's Career and Technical Programs
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

One year experience in advising, counseling, and/or customer service required. Experience in academic/career advising, financial aid advising or career and technical education advising, and/or working directly with higher education student populations preferred.

COMPETENCIES:

Must have organizational skills; high attention to detail; self-starter; customer service oriented; adapt to diverse student populations; patience, compassion and willingness to find solutions for students; contribute to building a positive team spirit; show respect and sensitivity for cultural differences; prioritize and plan work activities; plan for additional resources; refer to set grant goals and objectives; demonstrate accuracy and thoroughness; apply feedback to improve performance.

LANGUAGE SKILLS:

The candidate will become comfortable with public speaking and presenting to large audiences. The candidate must possess the ability to read, analyze and interpret technical procedures and governmental regulations; and the ability to write reports, invitations, flyers, brochures, and business correspondence.

REASONING ABILITY:

The candidate should possess the ability to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists and the ability to interpret a variety of instructions in written, oral, diagram or schedule form.

COMPUTER SKILLS:

Competent with various software packages, including Microsoft Office: Excel and Access, desktop publishing, and social media. Ability to enter student data with minimal errors.

CERTIFICATES, LICENSES, REGISTRATIONS:

None required.

COMMENTS

Indian preference will apply. Position is contingent upon completing and passing a thorough background check. Individual must have a positive job history.